

Supervisors' Instructions for Project Proposal Form (PPF)

2013 North Carolina State Government Internship Program

Youth Advocacy and Involvement Office (YAIIO) - Department of Administration

The YAIIO and the N.C. Internship Council thank you for your interest in hosting a state government intern. The State Government Internship Program is one of the oldest and largest of its kind. It provides unique opportunities for state agencies to benefit from a competitively selected summer intern.

Recent budget constraints continue to restrict the number of interns available to state agencies. We currently expect to hire approximately 70 interns; therefore, the program will continue to be highly competitive among both agencies and students. We would not expect to publish more than 115 projects in the 2013 Project Book.

The following instructions should help prospective supervisors design a competitive internship project via the Project Proposal Form.

1. First familiarize yourself with the Internship Program by reviewing the previous year's Project Book, at www.ncyao.com. Please note the requirements that students must meet to apply for the Internship Program. This book will also illustrate how your project, if approved, will be displayed for potential applicants.
2. The Project Proposal Form is available at: <http://www.doa.state.nc.us/yaio/intern-supervisors.aspx>. Click on the desired format to open and save the form. A copy of this document, titled "Instructions for Supervisors," is also available on our website.
3. Review the following tips carefully. Once the PPF has been filled out, e-mail the document to your Department Coordinator and cc: a copy to stephanie.nantz@doa.nc.gov. **Submit the PPF to your Department Coordinator by September 7, 2012, unless your Department Coordinator has designated a different due date. Your Department Coordinator must submit all materials to the Youth Advocacy and Involvement Office by Wednesday, September 12, 2012.**
4. If you have any questions please contact your Department Coordinator or the YAIIO (919-807-4400).

Tips – Section 1 of PPF:

- **Internship Project Title:** Provide an appropriate title to the project you are submitting. Keep in mind that it should be short, interesting and descriptive. "Summer Intern" does not tell a potential applicant anything about the project. Keep in mind that internships requiring professional work – activities that usually involve full-time college-educated employees such as research, field work, education, writing, design, etc. – are much more likely to be selected. Internships that include a clerical component are not likely to be accepted.
- **Location of Project:** List the city and county where the project will be located. List only one city per form. If you have the same project in several different cities, you will need a separate proposal form for each city.

- Number of Interns: Due to budget constraints, the Internship Council will assign one potential internship position to each project. Exceptions, such as in cases of multiple supervisors (i.e. multiple judges, multiple legislators, multiple tax enforcement field agents, etc.), may be approved by the Council on a case-by-case basis.
- Person Submitting Form: This person should be familiar with the project. If this person is not the daily supervisor, please inform the person who will be the supervisor that they are being listed as the supervisor.
- Daily Supervisor: Provide the name and contact information of the person(s) who would actually be supervising the intern. This person(s) will receive all mail/e-mail correspondence relating to the project and will be contacted when questions arise about the project.
- Daily Supervisor E-mail: Program information is sent almost exclusively via e-mail. If would you like e-mail correspondence to go to others in addition to the daily supervisor, list all appropriate e-mail addresses.
- Mailing Address, Location Address, Courier Number, Interoffice: Please fill out each field completely. If the project is approved, we will need accurate mailing addresses for timely delivery of intern applications.
- Has supervisor previously supervised an intern? If so, regardless of project or program, check “yes.”
- Has this project been conducted previously? If an intern has participated in *this particular project*, check “yes.” Projects that were submitted in past years but not approved or not provided an intern are “no” responses.
- Academic Majors Preferred: List all the academic majors that may be relevant to the project. Keep in mind that projects are listed by academic majors for potential applicants. Please be thorough in your consideration of academic majors that may be successful and benefit from your project, so as not to exclude potential applicants.
- If the Internship Council approves the project, items 1-3 in Section 1 (200 words or less **combined**) will be listed in the Internship Program Booklet. The descriptions should be clear, concise, and informative. The Internship Council will use the information to determine the value of the project, and student applicants will apply for projects based on these descriptions. Be sure to include notes about any unusual work environments and/or work schedules.

Tips – Section 2 of PPF:

- The Internship Council reviews the information given in this section to further determine the value of the project. Please be as descriptive as possible. Review the *Guidelines for Submitting/Selecting Projects* handout provided by the Internship Council.
- Resources available: All interns must have access to computers. Please pay special attention to housing, and enter the availability of on- or off-site housing. Applicants need to know that there are some housing opportunities available, and in order for the Internship Program to be truly statewide, we need to be able to offer attractive internships across the state. List all other resources, including alternative transportation (i.e., air, water, off-road vehicles).

- Funding: This year we are repeating our request for partial or full funding on the part of host agencies. Please consider whether your agency can offer funding for your intern. In the hope of being able to offer more internship opportunities, your commitment to fully fund your intern will guarantee the publication of your project proposal, provided it meets the program's guidelines. Further, we commit to fill the internship if candidates acceptable to the agency apply. If an intern is placed, the YAIO will invoice your Division for the intern's wages per your agreement to fund 100% or 50% of the intern wages.
- Again, you may wish to review successful project proposal summaries from the previous year's Internship Program Booklet. You can find this at www.ncyaio.com, under "Internship Program" and "Information for Students."

Important notes:

- Correspondence will be sent to the daily supervisor(s). Please notify the YAIO of any changes to the supervisor and/or contact information immediately.
- Supervisors must conduct phone interviews with candidates in January or February. Summer interns work full-time (40 hours/week) for 10 weeks from May to August.
- YAIO provides interns' salary only. All other expenses (such as travel) are the responsibility of your agency.
- Department Coordinators and Supervisors will be notified of the proposal status no later than October 8, 2012.
- Submission of and/or Internship Council approval of an internship project does not guarantee that an intern will be assigned to the project.

Thank you for your time and effort in maintaining the quality of the North Carolina State Government Internship Program. Please do not hesitate to contact your Department Coordinator or the Youth Advocacy and Involvement Office (919-807-4400) with any questions or concerns.

North Carolina State Government Internship Program

Guidelines for Submitting/Selecting Projects

This statement of purpose for the Internship Program and Guidelines is submitted for your information. Project criteria appear below. The Internship Council hopes that this will help you understand the goal of the program and therefore assist you in designing meaningful projects.

PURPOSE

The primary purpose of the North Carolina Internship Program is to provide students attending a college, university, community college or technical institution with an educational experience that will bridge the gap between their classroom learning and intended career. Service to the agencies of State Government is important and valued, but the focus is on providing students with a high quality project which adds the real world flavor to their theoretical background. Projects which provide this experience, and students who need the experience, are preferable.

The Council will select projects which:

1. Offer practical substantive experience to enhance the student's learning potential.
2. Outline the intern's responsibility.
3. Indicate that a specific employee will be responsible for the intern's supervision and that periodic and final evaluations will occur.
4. Provide a challenging learning experience with a reasonable chance for success and completion within the 10-week period.
5. Provide well-written descriptions and concise objectives. Please understand that descriptions must be confined to the Project Proposal Form and no attachments may be included.
6. PROHIBIT the use of an intern as a "gofer" or a member of the clerical staff.
7. Indicate the necessity of the proposal.

At least 30 percent of the projects selected should be outside the Raleigh area in order to ensure equal geographic representation. The Council will review the past history of the Department and the individual supervisor's effectiveness in working with the Internship Program.